

## Sunderland Museum & Winter Gardens Hazard Identification Sheet



- Please note: columns 1 to 3 identify the hazards, risks, and controls put in place by the Museum, column 4 highlights areas where schools should implement their own measures outside the control of the Museums.
- Teachers should follow DfES guidelines and write their own Risk Assessments.
- Please remember that the competence and behaviour and any special needs of your pupils should be taken into consideration when planning supervision and activities within the Museum.

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School (add own comments)
<b>Automatic glass doors</b>	<b>Could bump into glass</b>  <b>All visitors and staff</b>	<b>Vision strips on all doors</b> <b>No running</b>	<b>Children to be supervised at all times by school staff.</b>
Museum shop/ entrance hall	Slips, collisions Crowding All visitors and staff	Queuing Staff awareness	Visit shop with small accompanied groups of children. Plan time for a shop visit
Museum Street – Cinderella’s Carriage	Falls from height due to climbing Crowding	Signage to ensure adult supervision	Children to be supervised at all times by school staff.

<b>All stairways and steps</b>	<b>Slips, trips and falls</b> <b>Items falling from stair wells and balconies</b> <b>All visitors and staff</b>	<b>Use of handrails.</b> <b>No running</b>	<b>Contact nearest member of museum staff in case of accident/emergency</b>
All doorways	Could be bumped by automatic door leaf Trapped fingers All visitors and staff	Special care in doorways Keep doors ways clear	Children to be supervised at all times by school staff.
<b>Lifts</b>	<b>Moving parts</b> <b>Automatic doors</b> <b>Do not use lifts in the event of fire.</b> <b>All visitors and staff</b>	<b>Maximum lift capacity stated in lifts.</b> <b>Special care in doorways</b>	<b>Children to be supervised at all times by school staff.</b>
General Public/other visitors	Inappropriate behaviour Children could wander off  All visitors and staff	CCTV Staff in galleries	School responsible for head counts Awareness of stranger danger Contact member of museum staff with any concerns
<b>Toilets</b>	<b>Slips and falls especially on wet floors.</b> <b>Contact with discarded sharps/other waste</b>  <b>Unable to lock/ unlock doors</b> <b>All visitors and staff</b>	<b>Toilets cleaned and inspected regularly by Museum staff</b>  <b>Locks able to be opened from the outside by Museum staff.</b> <b>Alarms in adapted toilets.</b>	<b>Contact nearest member of Museum staff if any problems occur.</b>  <b>Children to be supervised at all times by school staff.</b>

Cafe	Slips, trips and falls Slips and falls especially on wet floors Scalds from hot drinks Food allergies  All visitors and staff	All spills cleaned up immediately  Trained first aider on site	Contact nearest member of Museum or café staff if any problems occur.  School should know of any children with allergies.  Children to be supervised at all times by school staff.
<b>Museum display areas</b>  <b>Drawers (with artefacts) in various locations throughout the Museum</b>	<b>Collisions</b> <b>Damage to displays</b> <b>Hands on exhibits – contact with push button/live parts</b> <b>Climbing on displays</b> <b>Damage to displays</b>  <b>Trapped fingers</b> <b>Walking into open drawers</b>  <b>All visitors and staff</b>	<b>Daily check by Museum staff</b> <b>Equipment maintained</b> <b>Trained first aider on site</b>  <b>Drawers return automatically</b>	<b>Children to be supervised at all times by school staff.</b>
Gallery spaces used for lunches	Food allergies Slips on spilled liquids Other visitors coming into lunch spaces  All visitors and staff	Galleries cleaned daily Plastic sheets used as picnic blankets to protect carpets Signage used to advise visitors that galleries are being used for lunchspaces	School should know of any children with allergies  Schools to let museum staff know of any spillages.
<b>Winter Gardens</b> Damp floor surfaces caused by fogging nozzles could be slippery.	Slips, trips and falls	No running Warning signs on wet floors	Contact nearest member of museum staff in case of accident/emergency

<p><b>Pillars and metal bars on handrail.</b></p>	<p><b>Collision</b></p>	<p><b>No running</b> <b>Barriers present to prevent walking underneath railings</b></p>	<p><b>Children to be supervised at all times by school staff.</b></p>
<p>Fish pool has no edge protection (waist deep) Shallow stream has no edge protection (ankle deep)</p>	<p>Drowning Slip, trips and falls</p>	<p>Children to be supervised at all times by school staff.</p>	<p>Children to be supervised at all times by school staff.</p>
<p><b>Water feature</b></p>	<p><b>Contact with water purification chemicals similar to chlorine</b></p>		<p><b>Children advised to wash hands if they touch water feature while on stairwell</b></p>
<p>Plants</p>	<p>Scratches from thorns or spikes. Soil or dirt getting into cuts or broken skin. Risk of infection. Plant allergies/hayfever</p>	<p>Barriers protect visitors from these plants Wash hands after touching plants, water or soil.</p>	<p>School should know of any children with skin allergies.</p>
<p><b>Feely pods on Treetop walk</b></p>	<p><b>Allergies caused by dried seeds and fruits in feely pods</b></p>	<p><b>Warning notices beside feely pods</b></p>	<p><b>School should know of any children with allergies.</b> <b>Children to be supervised at all times by school staff.</b></p>
<p>Steps and stairs</p>	<p>Slips, trips and falls on concrete or metal surfaces</p>	<p>Warning strips on metal stairs. No warning strip on concrete stairs beside pond</p>	<p>Children advised to hold onto handrail when ascending/descending and to be supervised at all times by school staff.</p>
<p><b>Treetop walk</b></p>	<p><b>Fear of heights (walkway is 10 metres above floor)</b> <b>Items dropped from this</b></p>		<p><b>Children to be supervised at all times by school staff.</b> <b>Group leaders aware of</b></p>

<p>Self-led Winter Gardens Trails e.g. Rainforest Explorers, Ladybird Trail</p>	<p><b>area could fall on visitors below</b></p> <p>All issues identified above Group leaders not in control of groups. Children running causing bumps, slips and trips.</p> <p>All visitors and staff</p>	<p>Health and safety information sent out to teacher when booking</p>	<p><b>height issue before visit.</b></p> <p>Teachers to ensure group leaders are aware of health and safety before visit.</p>
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